

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
APO AE 09128

STAFF MEMORANDUM  
NUMBER 5-40

01 Mar 96

ADMINISTRATIVE MATTERS

Assignment to Distinguished Visitor (DV) Suites

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1. Summary. This memorandum establishes HQ USEUCOM policy and procedures to be followed for assignment of Distinguished Visitor (DV) suites, located in the Visiting Officers Quarters (VOQ), Building 2506.

2. Applicability. This memorandum applies to the seven DV suites of the Patch Barracks VOQ which are reserved for occupancy by distinguished visitors to Patch Barracks and other local activities on official business and for HQ USEUCOM an associated personnel of Colonel/Captain (USN) and above level in incoming/outgoing PCS status to/from Patch Barracks. The Protocol Office will make every attempt to meet all billeting requests. When requests exceed the available suites, an assignment priority will be followed to ensure maximum support for eligible personnel.

3. Internal Control Systems. This memorandum contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

4. Suggested Improvements. The proponent for this memorandum is the HQ United States European Command, Protocol Office. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECCS-P, Unit 30400, Box 1000, APO AE 09128.

5. References. None.

6. Explanation of Terms. The following terms are defined as they apply to personnel eligibility.

a. HQ USEUCOM - persons assigned to or visiting HQ USEUCOM only.

b. Patch Barracks - persons assigned to or visiting HQ USEUCOM, 6<sup>th</sup> Area Support Group, or associated units located at Patch Barracks.

c. Stuttgart Area - persons assigned to or visiting units located in the Greater Stuttgart Area.

7. **General**. All requests for DV suite reservations will be directed to the HQ USEUCOM Protocol Office.

8. **Responsibility**. The HQ USEUCOM Protocol Office is responsible for DV suite reservations. Exceptions to the assignment priority may be made by Protocol on a case-by-case basis in consideration of length of stay, logistics complication, personal situations, and maximum occupancy needs.

9. **Assignment of Priority**. Assignment priority for DV suites in the Patch Barracks VOQ is as follows:

a. General/Flag Officers and equivalent grade civilian personnel on permanent change of station orders to or from Patch Barracks.

b. General/Flag Officers and equivalent grade civilian personnel on temporary duty to Patch Barracks.

c. Colonels/Captains (USN) and equivalent grade civilian personnel on permanent change of station orders to or from Patch Barracks. These personnel will be billeted on a space available basis, and occupancy will not exceed ten days. The date of occupancy will be the determining factor in deciding which individual, when necessary, will be "bumped" for incoming category 9a/9b personnel. The person that has occupied a suite the longest will be "bumped" first. In cases where personnel occupied the same date, the junior will be "bumped." On the eleventh day of occupancy, the individual's priority will be moved to priority 1.

d. MAAG/Mission Chiefs and Defense Attaches in grade of Colonel/Captain (USN) on temporary duty at HQ USEUCOM.

e. Colonels/Captains (USN) and equivalent grade civilian personnel on temporary duty at HQ USEUCOM.

f. General/Flag Officers and equivalent grade civilian personnel on temporary duty visiting

g. Colonels/Captains (USN) and equivalent grade civilian personnel on temporary duty visiting associated units or organizations within the Stuttgart area.

h. General/Flag Officers and equivalent grade civilian personnel on leave.

i. Colonels/Captains (USN) and equivalent grade civilian personnel on permanent change of station orders to or from Patch Barracks on their eleventh day of occupancy. These personnel may continue to be billeted on a space available basis with the understanding that they may be required to vacate the suite on short notice for personnel described in paragraphs a. through g. above.

10. **Pets**. Pets (dogs, cats, bats, fish, hamsters, cockroaches, ants, etc.) are not permitted in the DV suites.

FOR THE COMMANDER IN CHIEF:

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